



## PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

### SENIOR PERSONNEL SPECIALIST

DEPARTMENTAL PROMOTIONAL FOR:  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**POSITIONS EXIST**     **Sacramento**

**WHO SHOULD  
APPLY**

**Competition Limited To State Employees Only.** Applicants must have a permanent civil service appointment with the Department listed above as of the final file date, in order to take this examination. *(See General Information, Promotional Examinations Only, for exceptions to this requirement.)*

**HOW TO APPLY**

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Exam Unit, 744 P Street, Sacramento, CA 95814, or applications may be mailed to California Department of Social Services, Personnel Bureau, Exam Unit, PO Box 944243, Sacramento, CA 94244-2430. **Please indicate the examination title on your application. Applications received without an exam title will not be accepted and the application will be returned to the sender. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**APPLICATION  
DEADLINE**

**FINAL FILE DATE: JUNE 2, 2006**

Applications (STD 678) must be POSTMARKED no later than the final file date. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**REQUIRED  
IDENTIFICATION**

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**SALARY RANGES**     \$3418 - \$4155 Monthly

**S E E   R E V E R S E   S I D E   F O R   A D D I T I O N A L   I N F O R M A T I O N**

**SENIOR PERSONNEL SPECIALIST  
KY36 - 1317**

**FINAL FILE DATE: JUNE 2, 2006  
EXAM CODE: 6BP12**

<b>QUALIFICATIONS APPRAISAL INTERVIEW</b>	If needed, it is anticipated that interviews will be held during June/July 2006. Interviews will be scheduled in Sacramento only.
<b>ELIGIBLE LIST INFORMATION</b>	A departmental promotional eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<b>NOTE: It is your responsibility to make sure you meet the minimum qualification requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.</b>
<b>MINIMUM QUALIFICATIONS</b>	One year of experience in California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.
<b>ADDITIONAL DESIRABLE QUALIFICATION</b>	Familiarity with automated systems.
<b>POSITION DESCRIPTION</b>	This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist," researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, etc.) over lower level staff.
<b>EDUCATION/ EXPERIENCE INFORMATION</b>	If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Scope" shown on the announcement, even if that experience goes beyond the seven-year limit printed on the application.
<b>EXAMINATION INFORMATION</b>	This examination will consist of a Qualifications Appraisal Interview. This interview will consist of a number of predetermined patterned job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b>

**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%****Scope****A. Knowledge of:**

1. Modern office methods and procedures, supplies and equipment such as computer terminals and program calculators.
2. Laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll and certification processes used in State departments.

**(CONTINUED ON NEXT PAGE)**

**EXAMINATION  
INFORMATION  
(continued)****Scope****B. Ability to:**

1. Think logically, multitask and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data.
5. Design and prepare tables, spreadsheets and charts.
6. Advise employees of their rights.
7. Consult with supervisors on alternative actions which they may take regarding various transaction situations.
8. Communicate effectively.
9. Operate a computer keyboard/terminal.
10. Maintain personnel records.
11. Create/draft correspondence.
12. Establish and maintain cooperative working relations with those contacted during the course of work.
13. Represent the Department on intra/interdepartmental teams.
14. Coordinate a variety personnel/payroll transactions.
15. Research critical transactions and recommend alternative solutions.

**VETERANS  
PREFERENCE**

Veterans preference credit will not be granted in this examination.

---

**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

(CONTINUED ON REVERSE SIDE)

## GENERAL INFORMATION (CONTINUED)

The California Department of Social Services and State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**If you meet the requirements** stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Mock Oral Interviews:** Questions regarding mock oral interviews should be directed to the California Department of Social Services, Equal Employment Opportunity Office at (916) 657-2326.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

---

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
PO BOX 944243  
SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.